



Filing a Return as a Ethanol Broker Upload a File Containing Data

FILE AND PAY AT:

http://sd.gov/epath

BENEFITS OF EPATH

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

Features

- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time



EPath Help

Login >

Log in to your Account

Username: Password:

Forgot your Password?

Continue

Create an Account

If you are not already using EPath to access your account, create an account now.

Create Account

Watch Video on Creating an Account

Use EPath to file and pay the following taxes:

911 Emergency Surcharge

Bank Franchise Tax

Contractors' Excise Tax

Sales and Use Tax

Motor Fuel:

Biodiesel Producer Blender

Ethanol Producer Ethanol Broker

Importer/Exporter LNG

LPG User LPG Vendor

Supplier

If you don't have an EPath account and Make a Payment > need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.

Due Dates Calendar

Please refrain from using the browser's back button while using this site. This site uses SSL (Secure Sockets Layer) encryption to protect your information.

Privacy Statement



Each • has help information, simply point to the • to display the information.

Main Menu >

File and/or pay taxes.

- ▶ File or Amend Return/Payment ¹
- ► Upload Additional Documentation 19

Select an account function to perform.

- ► Add/Edit User Accounts ①
- Cancel Licenses
- ▶ Print License Card

View History.

- ▶ View Account Activity ¹
- ► View Pending Items ①

► Payment Only ①

- ▶ Change Profile ¹ •
- ► Add a License
- ▶ View/Edit Pending Electronic Payments ¹ Output
- ▶ View Deleted Electronic Payments ①

Log out

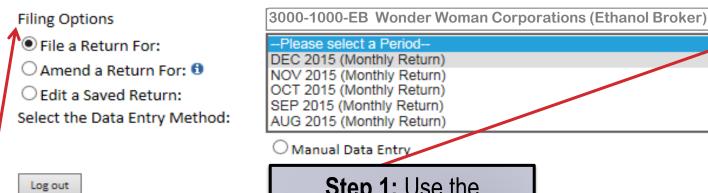
Main Menu ➤ File and/or pay taxes. File or Amend Return/Payment ① Dipload Additional Documentation ①

Tax Return Filing Menu ≻

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.



Step 2: Choose from Filing Options to file, amend, or edit returns

Step 1: Use the dropdown boxes to display license numbers and returns

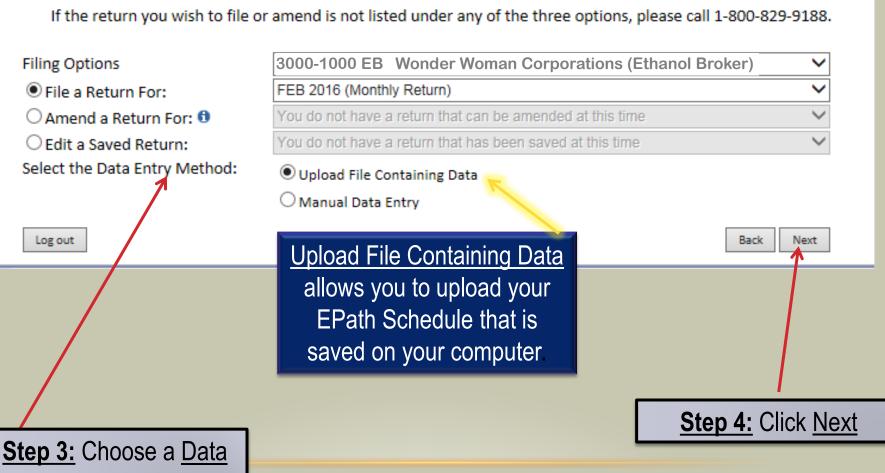
Next

Back

Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)



Example: Upload a File Containing Data

Data File Definition ➤ Filing FEB 2016 Return For 3000-1000 EB Please select the type of file you will be sending. In a fixed length file, each field has a specified size Main Menu that remains constant throughout the entire file. In a delimited file, all fields in a record are Logout separated by a specified character. Refers to the lines that contain File Definition> Skip the first | 7 lines of the file column headings. If the EPath File Layout Schedule of Receipts and File Upload Fixed Length: File Preview Disbursements Template is used File contains no line feeds View Return no changes are needed Verify Info Delimited File: Other: Field Delimiter: Comma (,) String Qualifier: Double Quote (") Other: Back Next The **Delimited File** defaults to "comma" and "Double Quote" No changes are needed Click Next

December 2017|7

PRODUCT TYPES, SCHEDULE TYPES, AND MODE OF TRANSFER

❖ You will only be reporting Ethyl Alcohol sales so the product type entered will always be 123. Depending on the type of activity conducted, below are the schedule types and modes that you will use. When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.

Schedule Type	<u>Description</u>	Line of Return
2B	This schedule type will report gallons received with tax unpaid.	1
6a	This schedule type will report gallons sold tax exempt to a licensed exporters for an out-of-state destination.	2
8	This schedule type will report gallons sold tax exempt to U.S. Government entities.	3
10	This schedule type will report gallons sold to other tax exempt entities.	4
5	This schedule type will report gallons sold/delivered with tax collected.	5

How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.

<u>Mode</u>	<u>Description</u>
J	Truck
R	Rail Car
В	Barge
PL	Pipeline

Data File Layout >

Filing FEB 2016 Return For 3000-1000 EB

Main Menu Logout File Definition

File Layout> File Upload

View Return Verify Info

Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any nonmandatory fields that are not in your file by checking the box in the right-hand column.

Position	Field Name	Size	Include
1 🗸	Schedule Type	2	Required
2 🗸	Carrier Name	100	Required
3 💙	Carrier FEIN	10	Required
4 🗸	Mode	2	Required
5 💙	Origin State	2	Required
6 🗸	Destination State	2	Required
7 💙	Sold To	100	Required
8 💙	Purchaser FEIN	10	Required
9 🗸	Transaction Date	8	Required
10 🗸	Manifest Number	15	Required
11 🗸	Gross Gallons	9	Required
12 🗸	Product Type	3	Required
Reset Lavout	Save Lavout		

Position refers to the column on the schedule that is uploaded into EPath.

Step 2: If the layout changes click Save Layout before clicking Next.

If you are using the EPath template to file your schedule no changes are needed on this page and you can click Next.

Field Name is the column heading on the EPath Schedule.

Step 1: Enter the Position number for each Field Name as they appear on your EPath Schedule. In the example below the first column would be Position 1 so you want to match the Field Name to the Column heading.

Schedule Type	Carrier Name	Carrier FEIN	Mode	Point of Origin	Destination	Sold To Acquired From	Purchaser Seller FEIN	Date Shipped Received	Manifest Number	Gross Gallons	Product Type
5	A Purchas	999999999	J	SD	SD	A Carrier	999999999	02/08/2016	912345	200	284
5	A Purchas	99999999	J	SD	SD	A Carrier	99999999	02/11/2016	912345	200	284
5	A Purchas	99999999	J	SD	SD	A Carrier	99999999	02/19/2016	912345	200	290
6a	A Purchas	99999999	R	SD	AR	A Carrier	99999999	02/12/2016	912345	100	290
6b	A Purchas	99999999	J	SD	SD	A Carrier	99999999	02/17/2016	912345	200	284
6d	A Purchas	999999999	J	SD	SD	A Carrier	999999999	02/18/2016	912345	300	290
6d	A Purchas	999999999	J	SD	SD	A Carrier	999999999	02/18/2016	912345	200	284

Data File Upload

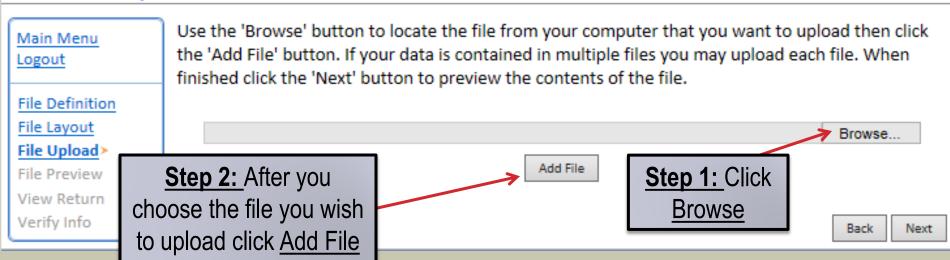
Data File Upload >

Filing FEB 2016 Return For 3000-1000 EB

Browse..

Back

Filing FEB 2016 Return For 3000-1000 EB



Data File Upload >

Main Menu

File Definition

File Layout

File Upload>

File Preview
Schedule Errors

BP Summary

Verify Info

Biodiesel Producer

Logout

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Note: A file areadly exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file.

Delete File Number Upload Date File Name

Delete 1 6/17/2016 3:21:39 PM H\Excel\Biodiesel Produce(.csv)

The file must be saved as either a .csv or .txt for EPath to recognize the data when the file is uploaded.

December 2017 | 10

Step 3: Click Next

Next

Supplier File Preview ≻

Filing FEB 2016 Return For 3000-1000 EB

Main Menu Logout

File Definition
File Layout
File Upload
File Preview

EB Summary
Payment Method
Make Payment

Verify Info

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

	Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State
/	Success	5	A Purchaser	999999999	J	SD	SD
ı	Success	5	A Purchaser	999999999	J	SD	SD
	Success	5	A Purchaser	999999999	J	SD	SD
	Success	6A	A Purchaser	999999999	R	SD	AR
	Success	2B	A Purchaser	999999999	J	SD	SD
	Success	2B	A Purchaser	999999999	J	SD	SD
V	Success	2B	A Purchaser	999999999	J	SD	SD
-1							

Click Next

Next

Back

Example: Error Message

If you get an error message go directly to your schedule file on your computer, make the needed corrections and save the file

EPATH - Motor Fuel >

Filing FEB 2016 Return For 3000-1000 EB

Main Menu Logout

Ethanol Broker Return

Line 5 does not match Schedule Type 5 (Taxable Gallons) on Line 6!

File Definition

File Layout

File Upload File Preview

EB Summary>

Payment Method Make Payment

Verify Info

WI.	A I .	COL	HOL	•	CAI	EC
ш	<u> 215</u>	uui	TUL	ou.	эн	шэ

- Total gallons of ethyl alcohol received from the Ethanol Producer and licensed Ethanol Broker for resale (Schedule Type 2b)
- 3. Total Gallons of ethyl alcohol sold to a U.S. government.

Total gallons of ethyl alcohol sold to a licensed exporter for export.

- 4. Total gallons of ethyl alcohol sold to a licensed Ethanol Broker for resale.
- Total taxable gallons (Subtract Line 2, 3, and 4 from Line 1)

TAXES AND FEES DUE

- 6. Subtotal taxable gallons of ethyl alcohol
- 7. Allowance (if filing on time) (Multiply Line 6 by 0.0225)
- 8. Total taxable gallons (Subtract Line 7 from Line 6)
- 9. Tax Rate

ETH

- 10. Taxes Due (Multiply Line 8 by Line 9)
- 11. Tank Inspection Fee (Multiply Line 6 by 0.0200)
- 12. Total Taxes and Fees Due
- Interest (if filing after due date)
- 14. Penalty (if filing after due date)
- 15. Grand Total (Add Lines 12 and 13, and add or subtract Line 14)

Step 1: Click Back

\$10.00 \$96.60

Back

Next

700

100

600

500

500

\$0.14 \$70.00

\$10.00

\$80.00

TIP: When filing as an Ethanol Broker Schedule Types 6A and 2B must equal Schedule Type 5



Example: Error Message Continued...

Supplier File Preview

Filing FEB 2016 Return For 3000-1000 EB

Main Menu Logout

File Definition File Layout Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Step 2: Click
Back on the
File Preview
Page

File Upload
File Preview

EB Summary
Payment Method
Make Payment
Verify Info

Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State
Success	5	A Purchaser	999999999	J	SD	SD
Success	5	A Purchaser	999999999	J	SD	SD
Success	5	A Purchaser	999999999	J	SD	SD
Success	6A	A Purchaser	999999999	R	SD	AR
Success	2B	A Purchaser	999999999	J	SD	SD
Success	2B	A Purchaser	999999999	J	SD	SD
Success	2B	A Purchaser	999999999	J	SD	SD
						\

Browse...

Back

Next

Data File Upload >

Filing FEB 2016 Return For 3000-1000 EB

Main Menu Logout File Definition Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Note: A file areadly exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file.

File Layout
File Upload
File Preview
EB Summary
Payment Method

Make Payment

Verify Info

Delete File Number Upload Date File Name File Size

Delete 1 6/17/2016 9:46:08 AM H\Excel\EB TEST SCHEDULE.csv 954

Step 3: Click Delete and upload the corrected file

<u>To Upload New File</u>

- ✓ Click Browse
- ✓ Upload Corrected
- ✓ Click Add File
- ✓ Click Next



Next

December 2017 | 13

Main Menu Logout

File Definition

File Layout

File Upload

File Preview

EB Summary>

Payment Method

Make Payment Verify Info

Ethanol Broker Return

	ETHYL ALCOHOL & SALES	
	1. Total gallons of ethyl alcohol received from the Ethanol Producer and licensed Ethanol Broker for	700
	resale (Schedule Type 2b)	
	2. Total gallons of ethyl alcohol sold to a licensed exporter for export.	100
	3. Total Gallons of ethyl alcohol sold to a U.S. government.	0
	4. Total gallons of ethyl alcohol sold to a licensed Ethanol Broker for resale.	0
	5. Total taxable gallons (Subtract Line 2, 3, and 4 from Line 1)	600
	TAXES AND FEES DUE	
	6. Subtotal taxable gallons of ethyl alcohol	600
	7. Allowance (if filing on time) (Multiply Line 6 by 0.0225)	0
_	8. Total taxable gallons (Subtract Line 7 from Line 6)	600
	9. Tax Rate	\$0.14
	10. Taxes Due (Multiply Line 8 by Line 9)	\$84.00
	11. Tank Inspection Fee (Multiply Line 6 by 0.0200)	\$12.00
	12. Total Taxes and Fees Due	\$96.00
	13. Interest (if filing after due date)	\$6.92
	14. Penalty (if filing after due date)	\$10.00
	15. Grand Total (Add Lines 12 and 13, and add or subtract Line 14)	\$112.92

TIP: Always remember to review your entries before continuing on in the process.



Back

Next

Example: Returns with Tax Due

On the Payment Method page you have the option to pay the tax amount due on your Ethanol Broker Return. If no tax is due you will not reach this page.



Filing FEB 2016 Return For 3000-1000 EB

Step 2: Follow the prompts to

make a payment if you choose

to make a payment at this time

Step 1:

Choose a Payment

Method

File Preview

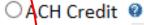
EB Summary

Payment Method>

Make Payment Verify Info

Select the Payment Method you will be using

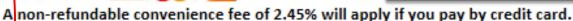












Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your credit card information after you submit your return.

No Payment at this time. (Interest will apply to late payments.)

If you choose to make a payment at a later date select No Payment at this time and click Next.

Back Next

Step 3: Click Next

Verify Information >

Main Menu Logout

File Definition

File Layout

File Upload

File Preview

EB Summary

Payment Method

Make Payment

Verify Info>

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

3000-1000-EB License:

WONDER WOMAN Name: CORPORATIONS

File Code: Required Calendar Monthly Period: 02/2016

Return Due Date: 3/23/2016

Return Type: EB - Original

Total Tax Due: \$96.00 Interest/Penalty: \$16.92 Total Due: \$112.92 Payment Type: None

Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.



Login Password: ••••••

Reminder: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

Back

Submit

Confirmation Information >

Confirmation

Confirmation Number: 117251341694570807
Date Submitted: Jun 09, 2016 5:25 PM

Return

License: 3000-1000-EB

Period: 02/2016

Return Type: EB- Original

Return Due Date: Mar 23, 2015

Total Amount Due: \$112.92

View/Print Full Return

Print

Main Menu

Please Note: You will
NOT be able to print
your return after you
return to the main menu.
Click View/ Print Full
Return to print your
return



Find additional information and instructions for using EPath at: http://dor.sd.gov/epath/

Questions?

Call: **605.773.8178**

Email: <u>sdmotorfuel@state.sd.us</u>